

Purpose

The purpose of the Procedure Manual is to provide guidance to local agencies for all aspects of program operation. The Manual provides an interpretation or explanation of the rules and regulations when necessary. However, self-explanatory sections of the rules and regulations are not repeated in detail in the manual.

Procedure Manual Volumes

The Nebraska WIC Procedure Manual consists of five separate volumes. Each volume addresses one component of the program. The components addressed and volumes are:

- ◆ Volume I - Clinic Services and Management
- ◆ Volume II - Nutrition and Health Services
- ◆ Volume III - Food Operations
- ◆ Volume IV - Vendor Management
- ◆ Volume V – Administrative Operations

Changes and Additions to Procedures

Changes and additions will be made to procedures as new information and interpretations become available from the state, regional, and federal offices.

Procedure Revisions

Any material sent from the State WIC Office that is a revision to the manual will be so stated on an attached cover letter.

Page Headings

All procedures will have the following page heading for the first page.

Volume..... Department of Health & Human Services
Citation..... NEBRASKA WIC PROGRAM
Approval Date: **Procedure Title:**

Page Numbering

Each page in the manual is numbered at the bottom of the page in the following manner.

Volume: _____ Section: _____ Page: _____

**Adding/ Replacing
Pages in the Manuals**

Each procedure should be added to the manual using:

- ◆ Volume Number – Identifies which Volume I-V the procedure should be placed in.
- ◆ Section Number – Identifies the section within the Volume where the procedure should be placed. For example, Section A.
- ◆ Page Number – Identifies the page in numerical order within the section that the procedure should be placed.

NOTE: If the page is a number only this tells you the procedure is one page in length. If the page number has a lower case letter following it this signifies the procedure is more than one page in length.

Approval Date

This is the date the procedure was approved for use by USDA or the State WIC Office.

**Distribution of
Manual Updates**

Procedure Manual revisions/additions will be sent to the local agency WIC Director. The Director is responsible for distributing revisions to all staff members who have a copy of the Manual.

Suggested Revisions

Suggestions for revisions to the Manual are welcome at any time. Written comments should be sent to the State WIC Staff at the Nebraska Department of Health and Human Services, WIC Program.
